

## **NON-CIVIL SERVICE PERSONNEL**

**0645**

(September 1991)

CAL FIRE may use non-Civil service personnel as additional information staff. These personnel may include:

- Volunteers-in-Prevention
- Retired employees
- General public

Non-Civil service personnel will meet the training requirements outlined in Section [0643](#) prior to an assignment.

Assignments for non-Civil service personnel will be limited to:

- Information Specialist
- Ham Radio Operator
- Runners

The following duties will not be performed by non-Civil service personnel:

- Providing media escort
- Interviews
- Any fire line activity

## **VOLUNTEERS-IN-PREVENTION (VIP) INFORMATION TEAMS**

**0645.1**

(September 1991)

CAL FIRE may train selected Volunteers-in-Prevention as Information Specialists with duties restricted to that level only. If paid, they will be compensated at the EFF-1 rate using Form FC-42. Lodging, meals, and travel expenses may be covered using travel expense claims and per diem, or provided for with purchase orders (SPO).

A Volunteer-in-Prevention Information Team may consist of four to six Volunteers-in-Prevention and one uniformed personnel.

## **PERSONNEL FORMS**

(September 1991)

**0645.2**

The department uses the following forms to compensate paid pickup labor:

Form FC-42, Time Sheet and Pay Voucher. Used to hire and report hours worked by individuals temporarily employed during an emergency incident.

- Form FI-9, Employment Eligibility Verification. Verifies that the individual is a legal resident of the United States.
- Form W-4, IRS Withholding Tax. Identifies the correct amount of taxes to be withheld from income earned.
- Form STD-262, Travel Expense Claim. Used to reimburse travel expenses incurred during an emergency incident.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)